



# Submission of Drug Evidence



**The purpose of this Information Paper is to help preserve the integrity and condition of drug evidence submitted to the Crime Laboratory (MSPCL).**

## **Evidence Packaging**

All drug evidence submitted to the Crime Laboratory **MUST** be sealed prior to submission. Examples of a proper seal include initials and date on tape that extends across the tape and onto the packaging, initials and date across all heat seals or self sealing tamper proof evidence packaging.

## **Sudbury Drug Unit**

59 Horse Pond Rd.  
Sudbury, MA 01776  
Phone: 508-358-3164  
Fax: 508-358-3224

## **Springfield Drug Unit**

190 Carando Drive  
Springfield, MA 01104  
Phone: 413-205-1888  
Fax: 413-205-1802

## **Syringes**

Syringes or needles will not be analyzed without prior approval from the Laboratory Director or designee. All syringes submitted **MUST** be packaged in a sharps container prior to submission.

## **Paperwork**

All Drug Evidence must be submitted along with a SP295 Drug Submission Form. Police Incident Reports are not required unless the evidence is a potential biohazard.

## **Sudbury Evidence Unit**

59 Horse Pond Rd.  
Sudbury, MA 01776  
Phone: 508-358-3155  
Fax: 508-358-3222

## **Springfield Evidence Unit**

190 Carando Drive  
Springfield, MA 01104  
Phone: 413-205-1837  
FAX: 413-205-1838

## **Important Notifications**

Please inform the Evidence Technician of the following types of evidence during submission:

**Biological** - Any evidence that was exposed to biological material such as saliva, blood, vomit, urine or feces

**Wet or Damp** - Any evidence that is wet, damp or non-dried plant material

**Liquids** - Any evidence that is in liquid form

**Food Products** - Any evidence that is perishable if stored for an extended period of time

**Clan Labs** - Any evidence that was seized from a Clan Lab

**Sharps** - Any evidence that contains razors, knives, needles or broken glass

**Companion Cases** - Any evidence that is related to a previously submitted case

**Latent Print Analysis** - Any evidence or packaging requiring print analysis

**If you have a unique item and need Technical assistance please contact a Drug Unit Supervisor.**

**If you have an urgent need to have evidence processed and scheduling an appointment is impractical, please contact the Evidence Unit Supervisor.**

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## Drug Evidence Submission Procedures

Evidence is only accepted by appointment.

Please call the Sudbury Evidence Control Unit at 508-358-3155 or the Springfield Evidence Control Unit at 413-205-1837.

Each case must have a properly completed Submission Form (SP295).

All entries must be legible and accurate. Use a single line for all corrections.

Do not write over or scribble out a mistake.

Initial and date all corrections.

Cases with no Suspect will not be analyzed unless there are extenuating circumstances and prior approval from a Drug Supervisor.

### SP295 Submission Form Requirements

- Investigating Agency Name.
- Case Officer (contact regarding analysis and discrepancies).
- Investigating Agency Case Number.
- Suspect name and information (if applicable).
- Town and Date of seizure
- Description of all items submitted with approximate quantity when possible.
- The Officer who is physically submitting the items must date and sign the Chain of Custody portion of the SP295.

### Evidence Submission Procedures

- All Drug evidence must be sealed by the submitting agency prior to submission.
- Advise the Evidence Technician of the number of cases being submitted.
- The Evidence Technician will provide three Lab Case Number (LIMS labels) for each case.

Place one on the evidence packaging.

Place one on the White SP295 copy.

Place one on the Gold SP295 copy.

### **Plant Material**

All fresh plant material should be thoroughly dried before packaging and preferably stored and sealed in paper bags or cardboard boxes. Paper allows the plant material to "breathe" and helps to deter the presence of mold, which can be harmful if inhaled. "Dry" plant material that is seized in its original container, i.e., original plastic bags, can remain in plastic. DO NOT seal fresh plant material in plastic bags. Contact the lab immediately after a large plant seizure for drying procedures. The lab can accommodate bulk cases with a 1 day processing time with prior approval from a Drug Unit Supervisor.

### **Powders and Chunks**

Smaller volumes are best packaged in a manner that preserves the quantity. Use a packaging medium that does not adhere to loose chunks or powders. In some cases, small paper folds and perhaps the original packaging are the best options. Larger quantities can be left in the original packaging, i.e., the original plastic bag. These items should then be sealed in a self-sealing plastic bag or heat sealed pouch.

### **LSD**

Suspected LSD-laced material and other hallucinogens should always be handled with caution. Always seal this type of evidence in a manner that prevents exposure to personnel handling the evidence.

### **Criminal vs. Civil**

Only Criminal Cases will be accepted and analyzed. Civil cases, including civil marijuana cases, will not be analyzed.

### **Field Test Kits**

Field Test Kits will not be accepted. If there is a Field Test Kit packaged with evidence, the submitting agency will be required to remove the Field Test Kit prior to submission.



## **Packaging Tips and Info**

- It is always preferred that a new pair of gloves (Latex or Non-Latex) be used whenever handling drug evidence.
- DO NOT use staples to seal packages. Staples can pierce through latex gloves and skin thereby exposing yourself, Drug Chemist and Evidence Technicians to cuts and drug substances.
- Evidence "seals," regardless of method, must be initialed and dated across the tape and extending onto the packaging material, or if heat sealed, along the heat seal.
- If drug items are not sealed in a heat sealed pouch or self sealing tamper evident bag, the use of tamper evident tape is recommended. (Tamper evident tape is destroyed if there is an attempt to open the packaging.)



### **Destruction of Evidence**

#### Non State Police Agencies

Departments shall request an appointment by calling the MSP Narcotics Inspection Unit (NIU) at 508-988-7452.

#### State Police Agencies

Evidence Destructions will be handled by the MSP NIU.

### **Description of Evidence**

When listing submitted evidence on the SP295 Submission Form use generic descriptions. For example, Suspected Marijuana should be described as "Green Vegetable Matter". Suspected Heroin should be described as "Brown Powder" etc. If the evidence being submitted is unique or possibly hazardous please use the phrase "Possible" to describe the item, i.e., "Possible Khat" or "Possible liquid LSD."

### **Confidential Informant Buys (CI Buys)**

The Drug Unit will not accept CI Buys for analysis unless circumstances exist that necessitate analysis. Any CI Buys which require analysis must have prior approval from the Drug Unit.